Allotments and Bonds

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Allotments and Bonds

Allotments and Bonds Overview

Introduction   The allotment system is a convenience provided to active duty members (or reservists on active duty with 140 days or more ADT or 181 days or more ADOT remaining) for deductions from their monthly pay. These deductions can be used for savings, loans, insurance, U.S. Savings Bonds, charities, support of dependents, education, CG associated dues, and any other legal purpose. There are times when you need to stop, start, or change an allotment or a bond and this job aid explains the process.
Cutoff Dates:
Changes, starts and stops to Allotment and Bonds are processed according to this schedule:

Reminder: Allotments are deducted from the mid-month and end-month paydays (50% each payday) and the funds are transferred/deposited on the 1st of the following month.

Year/Month	Starts		Stops	
(e.g. Month of First Deduction or Month Last Deduction)	**Last Date to Start Allotment**	**First Payment (Check or EFT date)**	***Last Date to Stop Allotment**	**Last Payment (Check or EFT date)**
2007/09	05SEP07	01OCT07	23OCT07	01OCT07
2007/10	03OCT07	01NOV07	18NOV07	01NOV07
2007/11	06NOV07	01DEC07	18DEC07	01DEC07
2007/12	05DEC07	01JAN08	22JAN08	01JAN08
2008/01	07JAN08	01FEB08	19FEB08	01FEB08
2008/02	05FEB08	01MAR08	19MAR08	01MAR08
2008/03	05MAR08	01APR08	21APR08	01APR08
2008/04	06APR08	01MAY08	19MAY08	01MAY08
2008/05	05MAY08	01JUN08	18JUN08	01JUN08
2008/06	04JUN08	01JUL08	22JUL08	01JUL08
2008/07	07JUL08	01AUG08	19AUG08	01AUG08
2008/08	05AUG08	01SEP08	21SEP08	01SEP08
2008/09	03SEP08	01OCT08	20OCT08	01OCT08
2008/10	05OCT08	01NOV07	19NOV08	01NOV08
2008/11	04NOV08	01DEC08	21DEC08	01DEC08
2008/12	07DEC08	01JAN09	(TBD 20-22JAN09	01JAN09

*Funds will be deducted from mid-month pay if the transaction to stop the allotment is not input on or prior to the date shown in the *Last Date to Start Allotment* column. However, the system will refund the amount withheld from the mid-month pay on the end-month payday. The Year/Month is the **last deduction month**. This means the allotment/bond **will** be deducted and paid **that month** and will not be deducted or paid the following month.

- **Example 1:** You choose **2008/04** for the last deduction, the allotment/bond will be deducted from your (or the member's if not using self-service) pay on 15 April (*mid month payday)* and 1 May *(end month payday)* and the funds will be transferred on 1 May.

- **Example 2**: You do not want the allotment to be paid on **1 September 2008** you must enter **200807 (July)** in the Stop Year/Mo field. The allotment will be paid on 1 August (using funds deducted from your (or the member's -- for SPO users) mid-month and end-month July paydays. If the transaction is input after 5 Aug 08 but on or before 19 August 07, 50% of the allotment will be deducted from the mid-month August payday. This amount will be refunded in the end-month August pay day (29 August).

Allotment Rules

Keep the following rules in mind when processing allotments:

- A member may not allot more than the amount of pay he or she is entitled to. The system does not edit allotments against the member's available pay, it is up the user to determine if there is sufficient net pay available to start or change an allotment amount. Available pay is determined by the pay system (JUMPS), not PeopleSoft. You may be able to start or increase an allotment, which exceeds your available pay, in the system but the allotment transaction will not process through the pay system.
- All allotment payments must be made by electronic funds transfer (EFT).
- The annual limitation on purchases of United States Savings Bonds is $5,000 per Social Security Number. The limit applies **separately** to Series EE and Series I savings bonds, and separately to bonds issued in paper or electronic form. An individual can buy a maximum of $5,000 worth of electronic and paper bonds of each series in a single calendar year, or a total of $20,000, in single ownership form. If paper bonds are issued in co-ownership form, the limit applies to the first-named co-owner. All limits are based on the issue price of the securities. Member's must be aware of these limits, the pay/allotment system does not track stop bond allotments. It is up to the member to adjust his or her payroll deductions for the purchase of U. S. Savings Bonds in accordance with Treasury Department regulations.
- A member is only permitted to have only one current allotment of the following types:

  Combined Federal Campaign Fund
  One education allotment (either Veteran's Education Assistance or Montgomery GI Bill)
  MGIB Additional Amount
  Loan Repay-CG Mutual Assist.
  Navy Mutual Aid Insurance
- Except for bonds and loans, only one allotment of any type to the same payee is authorized. Multiple loan allotments to **same payee must have unique account numbers**.

A summary of allotment rules is shown in the tables below. Refer to Coast Guard Pay Manual, COMDTINST M7220.29(series)., Chap 7, for more information about allotments and bonds.

Allotments and Bonds

Self-Service Allotments (can be entered by PERSRU/PSC also)

Purpose and type code of Allotment	Allotment Limitation	Required Period?	Carry into Retirement?	Notes
Support of Dependents D (Discretionary)	None	No	Yes	
Savings Bond Series-I G (Nondiscretionary)	None	No	Yes	$5,000 limit per year. Note: Member must submit stop allotment request when/if they reach the annual purchase limit.
Home Loan Repayment, Set-A-Side Housing Program, mortgage or rent H (Discretionary)	None	No	Yes No	
Commercial Insurance I (Discretionary)	None	No	Yes	For payment of life insurance premiums for member and/or family
Credit Union/Bank Loan L (Nondiscretionary)	None	No	No	
Navy Mutual Aid Insurance M (Discretionary)	One	No	Yes	Member and family only
Other O (Discretionary)	None	No	No	Payment to any individual, vendor, or financial institution for any legal purpose not covered by other codes
Savings/Checking Accounts S (Discretionary)	None	No	Yes	Not payable to finance companies. Electronic Funds Transfers only
Saving Bonds-Series EE B (Nondiscretionary)	None	No	Yes	$5,000 limit per year. Note: Member must submit stop allotment request when/if they reach the annual purchase limit.
CG Association X (Discretionary)	None	No	Yes	Blanket payee's only

The member will be able to start, change, and stop the following allotments in self service:

(1) CG Association Dues
(2) Support of Dependents
(3) Insurance Premiums, including Navy Mutual Aid Insurance
(4) Loan repayment to financial institution (other than, CG Mutual Assistance, American Red Cross, Armed Forces Relief, and government debts)
(5) Personal savings/checking accounts
(6) Series EE, U.S. Savings Bond
(7) Series I, U.S. Savings Bond

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Non Self-Service Allotments (PERSRU/PSC only)

Purpose and Type Code of Allotment	Allotment Limitation	Required Period?	Carry into Retirement?	Notes
CFC C (Nondiscretionary)	One	Yes	No	Will stop every December. Allotments for CFC donations are entered by the member's Serving Personnel Office. A CFC pledge card may be submitted to start allotments for contributions to CFC.
VEAP Education E (Nondiscretionary)	One	Yes	No	Refer to Section 7-D, CG PAYMAN. Not entered in Allotment system contact PSC (DC) for assistance.
MGIB Education F (Nondiscretionary)	One	Yes	No	Refer to Section 7-E, CG PAYMAN. Not entered in Allotment system contact PSC (MAS) for assistance.
Additional MGIB K (Nondiscretionary)	One	Yes	No	Increments of $20. Total contribution not to exceed $600 Must provide a stop date. Allotments for MGIB "Additional Amount" are entered by the member's Serving Personnel Office.
Mutual Assist/Morale Armed Forces Relief Soc. American Red Cross L (Nondiscretionary)	None None None	Yes Yes Yes	Yes No No	Mutual Assistance Loan repayment allotments are only entered by CGMA Officials using the CGMA computer system.
CGMA Contribution	One	No	Yes	Allotments for CGMA contributions are entered by the member's Serving Personnel Office. A CGMA pledge card may be submitted to start allotments for contributions to CGMA.
Indebtedness T (Nondiscretionary)	None	Yes	Yes	Example: Defaulted VA loans. Contact PSC (LGL) for assistance.

The member will not be able to start, change, or stop the following allotments in self service. These allotments will have to be done by authorizing officials.

(1) **Savings Deposit Plan (TSP).** TSP base pay contributions may be adjusted by the member during open seasons using the Thrift Savings Plan self-service page. Other changes must be submitted to PSC (MAS) using the appropriate TSP form.

(2) **CG Mutual Assistance Loans and contributions**. Allotments for CGMA contributions are entered by the member's Serving Personnel Office. A CGMA pledge card may be submitted to start allotments for contributions to CGMA. .The unit CGMA officer enters allotments for loan repayment in the CGMA computer system.

(3) **American Red Cross Loans**. Allotments for repayment of Red Cross loans are entered by the member's Serving Personnel Office. Complete an Allotment Worksheet (CG PSC-2040) from enclosure (1) to the Personnel and Pay Procedures Manual and forward it to the SPO to start, stop or change

(4) **Armed Forces Relief Loans**. Allotments for repayment of AFRS loans are entered by the member's Serving Personnel Office. Complete an Allotment Worksheet (CG PSC-2040) from enclosure (1) to the Personnel and Pay Procedures Manual and forward it to the SPO to start, stop or change

(5) **Voluntary Payment of Government Debt**. Allotments for government debt are entered by PSC (MAS)

(6) **Combined Federal Campaign (CFC) donations**. Allotments for CFC donations are entered by the member's Serving Personnel Office. A CFC pledge card may be submitted to start allotments for contributions to CFC.

(7) **Montgomery GI Bill (MGIB)**. MGIB pay reductions are handled are started upon the member's election to participate in the MGIB and stop automatically when the maximum amount has been deducted. PSC (MAS) should be contacted if changes are necessary.

(8) **MGIB Additional Amount**. Allotments for MGIB "Kicker" are entered by the member's Serving Personnel Office.

(9) **Veterans Educational Assistance Program (VEAP)**. PSC (DC) starts and stops VEAP contributions for eligible members.

(10) **Tricare Dental Program (TDP) premiums** (Not displayed or updated in PeopleSoft, contact the contractor, United Concordia at 1-888-622-2256 to start/stop/change TDP deductions).

Differences Between Self-Service and Non Self-Service

Members are authorized to have the following type of allotments:

(1) Voluntary payment to a dependent and relatives.
(2) Payment of home loan, mortgage or rent.
(3) Payment of premium for commercial insurance such as life, dental, health, vehicle, etc.
(4) Repayment to a financial institution for car loan, home improvement loan, etc.
(5) Navy Mutual Aid Insurance.
(6) United States Government Life Insurance.
(7) Deposits to a financial institution, mutual fund company, or investment firm, for the personal or joint account of the member.
(8) Payment of dues to a Coast Guard association.
(9) Contributions to CG Mutual Assistance or Combined Federal Campaign programs.

Note: Members are authorized to have the following type of allotments:

(1) Voluntary payment to a dependent and relatives.
(2) Payment of home loan, mortgage or rent.
(3) Payment of premium for commercial insurance such as life, dental, health, vehicle, etc.
(4) Repayment to a financial institution for car loan, home improvement loan, etc.
(5) Navy Mutual Aid Insurance.
(6) United States Government Life Insurance.
(7) Deposits to a financial institution, mutual fund company, or investment firm, for the personal or joint account of the member.
(8) Payment of dues to a Coast Guard association.
(9) Contributions to CG Mutual Assistance or Combined Federal Campaign programs.

Starting a New Allotment

This section provides procedures for starting a new allotment. Self-Service and SPO procedures are similar; both are covered in this topic.

Before You Begin:

Only one allotment or bond transaction can be submitted per day. This applies to all starts, stops or changes.

Reminder: Allotments are deducted from the mid-month and end-month paydays (50% each payday) and the funds are transferred/deposited on the 1st of the following month. For example, using a Begin Year/Mo entry of 2006/**11** would result in the allotment being paid on 1 **December** 2006. See Allotments and Bonds Overview for more information.

Procedure

Start Internet Explorer, sign into the system (note, see the Signing In topic if you need help getting started) and follow these steps to start a new allotment. This section provides procedures for starting a new allotment. Self-Service and SPO procedures are similar; both are covered in this topic.

Before You Begin:

Only one allotment or bond transaction can be submitted per day. This applies to all starts, stops or changes.

Reminder: Allotments are deducted from the mid-month and end-month paydays (50% each payday) and the funds are transferred and/or deposited on the 1st of the following month. For example, using a Begin Year/Mo entry of 2006/**11** would result in the allotment being paid on 1 **December** 2006. See Allotments and Bonds Overview for more information.
Procedure
Start Internet Explorer, sign into the system (note, see the Signing In topic if you need help getting started) and follow these steps to start a new allotment.

Step	Action
1	Select menu items in the following order (note, see the Basic Navigation topic for help on using menus): ➡ **Self-Service:** Home > Self-Service > Employee > Tasks > **Allotments** ➡ **Non Self-Service (SPO)** Home > Compensate Employees > Maintain Payroll Data (US) > Use > **Allotments** Non self-service users complete the Employee lookup page, enter the member's employee ID and click Search (see Search Tips for help if necessary). ⓘ **When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.**

2	The allotment page will open. A new blank row will be displayed if there are no other active allotments (Example). If there are any other allotments in effect they will be displayed, click the `Start New Allotment` to insert a new row.
3	Choose the allotment type to start from the drop down (`▾`) menu in the allotment column of the new row.
	Note: Some allotment types can only be started by the SPO or PSC. If you are using self-service and attempt to start or update one of these types of allotments an error message will display. See the Self-Service Allotment Rules Table for more information.

Self-Service & SPO/PSC	Non Self-Service
CG Association Dues	Combined Federal Campaign Fund
Insurance Premium	Loan Repay-American Red Cross
Loan Repay Other	Loan Repay-Armed Forces Relief
Navy Mutual Aid Insurance	Loan Repay-CG Mutual Assist.
Payment-Home Loan, Mtg, Rent (Including Public/Private Venture (PPV) Housing)	Montgomery GI Bill (MGIB) Additional Amount
Personal Savings	Montgomery GI Bill (MGIB)
Series EE U. S. Savings Bond	Savings Deposit Plan
Series I U. S. Savings Bond	Veteran's Education Assistance
Support of Dependents	Voluntary Pmt of Gov Debt.

4	Click the `Details` button.
5	The Member General Allotment Data page will display. Completed the fields as described below.
	1. **Begin Year/Mo (YYYY/MM):** Enter the year and month the deduction from pay will start. Example, March 2008 would be entered as 2008/03. Click the `Q` icon to lookup valid dates. See cutoff dates in the Allotments and Bonds Overview for more information.
	Reminder: Allotments are paid after they are deducted from the member's pay. For example, using a Begin Year/Mo entry of 2008/**11** would result in the allotment being paid on 1 **December** 2008

Year/Month	Starts	
(e.g. Month of First Deduction)	**Last Date to Start Allotment**	**First Payment (Check or EFT date)**
2008/01	07JAN08	01FEB08
2008/02	05FEB08	01MAR08
2008/03	05MAR08	01APR08
2008/04	06APR08	01MAY08
2008/05	05MAY08	01JUN08
2008/06	04JUN08	01JUL08
2008/07	07JUL08	01AUG08
2008/08	05AUG08	01SEP08
2008/09	03SEP08	01OCT08
2008/10	05OCT08	01NOV07
2008/11	04NOV08	01DEC08
2008/12	07DEC08	01JAN09

2. **Monthly Deduction: Enter the amount of the allotment.**

3. **Select Payee:** If this is not a blanket allotment you will have to enter **00888** or you may already be defaulted to **00999** depending on the specific allotment type.   If this allotment is to a blanket payee, click the 🔍 icon to lookup a list of blanket payees.

Note: If payee has provided you with the Institution (Routing) Transit Number, Account Number and account type, you do not need to lookup a blanket payee code. Simply enter the information as provided by the payee.

Blanket payees are primarily used when the allotment type is: Combined Federal Campaign Fund, CG Association Dues, Payment of Insurance Premium or Public/Private Venture (PPV) Housing (The Blanket Code for PPV Housing is 00001-MACBI) . If there is not a blanket payee in the list enter **00888** in the **Select Payee** field for the preceding allotment types. For Personal Savings and Support of Dependents the **Select Payee** field will be defaulted to **00999**)

4. Enter the blanket code (if known) in the Payee Code field or enter all or part of the payee's name in the Name field and click the <mark>Lookup</mark> button. See Search Tips for help on using lookup dialogs. After you select a blanket payee, the remaining Institution Account Identification fields will be completed by the system.

   <mark>Note: If payee has provided you with the Institution (Routing) Transit Number, Account Number and account type, you do not need to lookup a blanket payee code. Simply enter the information as provided by the payee.</mark>

   Completed blanket payee account information:

   Institution Account Identification

   Enter Transit # Acct # when known; else use lookup for payee:

Select Payee:	00014 🔍 Uscg Academy Alumni Assn (014)
Institution Transit #:	211170282 Liberty Bank For Savings
Institution Bank Acct #:	429000073
Institution Acct Type:	Checking ▼

5. If the allotment is not to a blanket you will have to enter **00888** or you may already be defaulted to **00999** "Other Payee" in this field. Regardless, if "**00888** or **00999** -- Other Payee" you will need to provide the Institution's routing transit number, account number and account type in the following fields. If you chose a blanket payee, these fields will not be editable.

6. **Institution Transit #**: If "**00888**" or "**00999**" is in the Select Payee field you will need to complete this field. Click the 🔍 to lookup a list of bank routing numbers. Enter the routing number in the Bank ID field or all or part of the institution's name in the Bank Name field and click the <mark>Lookup</mark> button. See Search Tips for help on using lookup dialogs.

   Use of % character to search for bank ID:

   Lookup Institution Transit #

Bank ID:	Routing #
Bank Name:	%(Percent Key) plus part of bank name
Country Code:	

   [Lookup] [Clear] [Cancel] Basic Lookup

   You can also refer to a check or deposit slip for the transit number and account information.

7. **Institution Bank Acct#**: Enter the account number. Do not use any spaces.

8. **Institution Acct Type:** Click the ▼ and choose the account type.

   Completed Account information for a non blanket payee:

6	Complete the Member Account Information. These fields are not required for some allotments (e.g. CFC contributions). If the fields are not required, they will be grayed out and nothing can be entered in them. 1. **Policy, Acct#, Other ID**: If the field is not grayed out or already filled in by the system by the system, enter the account or policy number. <mark>Note: For PPV Housing Allotments, enter the member's SSN.</mark> 2. **Account Holder Name:** If the field is not grayed out or already filled in by the system by the system, enter the member's or the account holder's name. <mark>Note: For PPV Housing Allotments, enter the member's Name (First MI Last).</mark>
7	Click the OK button at the bottom of the page. If all fields were completed correctly you will be returned to the Allotment Listing page and the new allotment will be displayed. If a required field was left blank or not completed correctly you will be prompted to correct the data. Note: Clicking OK does not register the allotment, you must click save on the Allotment page to save the allotment entry.

	<mark>Carefully review the changes you have made before proceeding to the next step. Be absolutely sure all that all the data is correct and that you have not made any typographical errors (e.g. Amount is $1000.00 when you meant $100.00). Also, if you are entering this change on behalf of a member (non Self-Service), be sure you entered the correct employee ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help.</mark>
8	Click Save on the Allotment Listing page to register the allotment. Example completed allotment displayed on the Allotment Listing page:

LES Seq#	Allotment	What do you want to do?	Details	Undo	Begin Year/Month	Stop Year/Month	Monthly Deduction
003	Other		Display	Details Undo	2002/04		712.48

Note: Allotments are subject to available income and certain Pay and Allowances. Expected allotment changes should be reviewed on subsequent Leave and Earnings Statements (LES).

Start New Allotment

Save   Return to Search

Undoing an Allotment

You can delete an allotment start before it goes into effect. To undo an allotment return to the member's Allotment listing page (using the menu instructions in Step 1 above).

You will see that a new column has been added with the Undo button:

Click the **Undo** button to cancel the allotment. You will be prompted to confirm this action, click **Yes** to cancel the allotment, **No** to keep it.

Click [Save] on the Allotment Listing page. This will finalize the cancelation and remove the entry from the allotment page.

Example of the allotment page when the member does not have any other allotments.
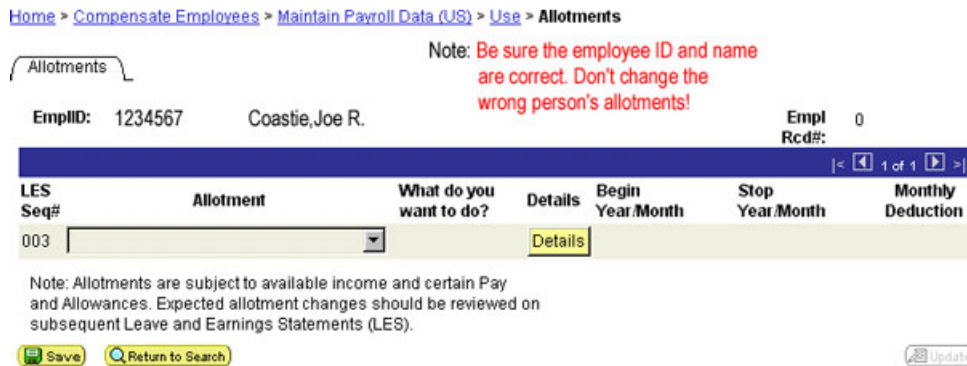
Click the drop-down arrow in the Allotment column to select a type of allotment to start. Then, click the details button.

You can delete an allotment start before it goes into effect. To undo an allotment return to the member's Allotment listing page (using the menu instructions in Step 1 above).

You will see that a new column has been added with the Undo button:
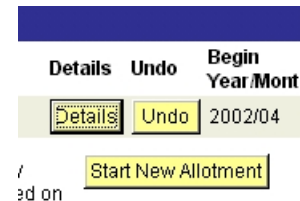
Click the **Undo** button to cancel the allotment. You will be prompted to confirm this action, click **Yes** to cancel the allotment, **No** to keep it.

Click [Save] on the Allotment Listing page. This will finalize the cancellation and remove the entry from the allotment page.

Example of the General Allotment screen for a new savings allotment.

Member General Allotment Data

View All   First ◄ 1 of 1 ► Last

| Start | Personal Savings | | Entry Date: 01/29/2002 | Entry Seq: | 0 |

Begin Year/Mo (YYYY/MM): ☐ 🔍   Stop Year/Mo (YYYY/MM): ☐

Monthly Deduction: 0.00

Institution Account Identification

Select Payee: ☐ 🔍

Institution Transit #: ☐ 🔍

Institution Bank Acct #: ☐

Institution Acct Type: ☐ ▼

Member Account Information

Policy, Acct#, Other ID: ☐

Account Holder Name: ☐

[OK] [Cancel]

Select Payee: If this is not a blanket allotment you will have to enter 00888 or you may already be defaulted to 00999 depending on the specific allotment type.   If this allotment is to a blanket payee, click the icon to lookup a list of blanket payees. Blanket payees are primarily used when the allotment type is: (Combined Federal Campaign Fund, CG Association Dues, Payment - Home Loan, Mtg,Rent, Insurance Premium, Other or Loan Repay-Other. If there is not a blanket payee in the list enter 00888 in the Select Payee field for the preceding allotment types. For Personal Savings and Support of Dependents the Select Payee field will be defaulted to 00999)

Change An Allotment

Introduction   This section provides procedures for changing an allotment. Self-Service and SPO procedures are similar; both are covered in this topic.
Before You Begin:
Only one allotment or bond transaction can be submitted per day. This applies to all starts, stops or changes.
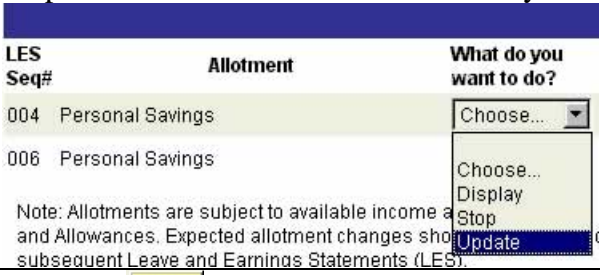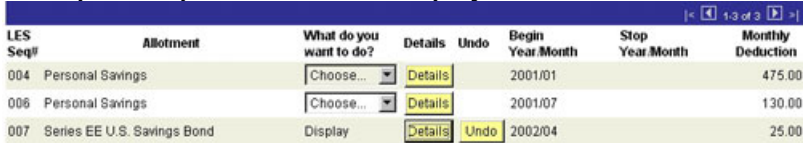
Things you should know before getting started   If a field on the allotment page is inaccessible (e. g. *Grayed-Out*), you must stop and then restart the allotment. Most fields can be changed. However, key data items, such as the blanket payee code cannot be changed.

Procedure   Start Internet Explorer, sign into the system (note, see the Signing In topic if you need help getting started) and follow these steps to change a bond allotment.

Step	Action
1	Select menu items in the following order (note, see the Basic Navigation topic for help on using menus): ➡ **Self-Service:** Home > Self-Service > Employee > Tasks > **Allotments** ➡ **Non Self-Service (SPO)** Home > Compensate Employees > Maintain Payroll Data (US) > Use > **Allotments** Non self-service users complete the Employee lookup page, enter the member's employee ID and click Search (see Search Tips for help if necessary). ⓘ **When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.**

2	The Allotment page will display. Select **Update** from the "***What do you want to do***" drop-down menu for the bond allotment you want to change.
3	Click the Details button. The Member General Allotment Data page will display. Complete the fields as described in the Start a New Allotment topic. Note: Refer to the Allotments & Bonds processing schedule to determine dates.
4	Click the OK button at the bottom of the page. If all fields were completed correctly you will be returned to the Allotment Listing page and the allotment will be displayed. If a required field was left blank or not completed correctly you will be prompted to correct the data. Note: Clicking OK does not register the allotment, you must click save on the Allotment page to save the allotment entry. Carefully review the changes you have made before proceeding to the next step. Be absolutely sure all that all the data is correct and that you have not made any typographical errors (e.g. Amount is $1000.00 when you meant $100.00). Also, if you are entering this change on behalf of a member (non Self-Service), be sure you entered the correct employee ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help.
5	Click Save on the Allotment Listing page to register the allotment. Example completed allotment displayed on the Allotment Listing page:

Start a New Bond Allotment

Introduction   This section provides procedures for starting a new bond allotment. Self-Service and SPO procedures are similar; both are covered in this topic.
Before You Begin:
Only one allotment or bond transaction can be submitted per day. This applies to all starts, stops or changes.
Annual Purchase Limit
The annual limitation on purchases of United States Savings Bonds is $5,000 per Social Security Number, effective January 1, 2008. The limit applies separately to Series EE and Series I savings bonds, and separately to bonds issued in paper or electronic form. Under the new rules, an individual can buy a maximum of $5,000 worth of electronic and paper bonds of each series in a single calendar year, or a total of $20,000, in single ownership form. If paper bonds are issued in co-ownership form, the limit applies to the first-named co-owner. All limits are based on the issue price of the securities.

Members should be advised of this annual limit change. The pay system will not track and stop bond allotments when the limit is reached.

For more information about the change in the purchase limit for savings bonds, visit the Treasury Department's frequently asked questions page.

Procedure   Start Internet Explorer, sign into the system (note, see the Signing In topic if you need help getting started) and follow these steps to start a new bond allotment.

Step	Action
1	Select menu items in the following order (note, see the Basic Navigation topic for help on using menus):
	➡ **Self-Service:**
	Home > Self-Service > Employee > Tasks > **Allotments**
	➡ **Non Self-Service (SPO)**
	Home > Compensate Employees > Maintain Payroll Data (US) > Use >
	Allotments
	Non self-service users complete the Employee lookup page, enter the member's employee ID and click Search (see Search Tips for help if necessary).

	(i) When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.
2	The allotment page will open. A new blank row will be displayed if there are no other active allotments (Example). If there are any other allotments in effect they will be displayed, click the Start New Allotment to insert a new row.
3	Choose the bond allotment type to start (Series EE or I, U. S. Savings Bond) from the drop down (▼) menu in the allotment column of the new row.
4	Click the Details button. The Member Bond Allotment Data page will display. Completed the fields as described below.
5	**Begin Year/Mo (YYYY/MM):** Enter the year and month the deduction from pay will start. Example, March 2008 would be entered as 2008/03. Click the 🔍 icon to lookup valid dates. See cutoff dates in the Allotments and Bonds Overview for more information.
6	Click the Select Bond Option button and select the bond deduction amount and face value by clicking the box in the select column. Click the OK button at the bottom of the page.
7	You will be returned to the Member Bond Allotment Data page. The Bond frequency, monthly deduction and face value will be displayed below the Select Bond Option button. If the values are not correct, click the button again and select the correct bond option.
8	Complete the Bond Delivery Address section. The Member's Mailing Address option will be selected by default, click the Other Mailing Address option to enter a different address if desired. Address Line 1, City, State, Postal Code and Country are all required fields and may not be left blank. Address Line 2 may be used if necessary.

Bond Delivery Address

○ Member's Mailing Address ● Other Mailing Address

Address Line 1: 123 Any Street
Address Line 2:
City: Any Town
State: CA   Postal Code: 90210-0001
'Country: USA

Note: If the Member's Mailing Address selection displays an incorrect address, the address must be updated before continuing.

- Self-Service users may click here to access the Change Home or Mailing Address instructions
- SPO users may click here to view instructions for Employee Address and Home of Record changes.

9	Complete the Bond Owner section. The member will be selected as the bond owner by default. Click Other to designate a different bond owner if desired. If you selected other you will be prompted to lookup the owner's information.

Bond Owner

○ Member   Select owner from lookup: Add New Owner When Not In Lookup
● Other

Click the 🔍 to view a list of the member's dependents/beneficiaries. If the bond owner is not a dependent or beneficiary, click the "**Add New Owner When Not In Lookup**" link to enter the owner's name address and SSN.

New Bond Owner Name

Format Using: USA United States
Name:
Prefix: (Invalid Valu ▼)
First Name: Enter First Name Here   Middle: Middle Int or Name
Last Name: Enter Last Name Here   Suffix: Jr, Sr, Etc

Social Security Number: Owner's SSN

[OK] [Cancel]

Click the [OK] button at the bottom of the page to return to the Allotment Data page. The new owner's name will be listed in the bond owner section.

10	Complete the Co-Owner or Beneficiary section. The "No Other Bond Registrant option will be selected by default. Select the either the Co-Owner or Beneficiary option as desired.

Co-Owner or Beneficiary

○ No Other Bond Registrant ● Co-Owner ○ Beneficiary
○ Member   Select registrant name from lookup: Add New Co-Owner/Beneficiary When Not In Lookup
● Other

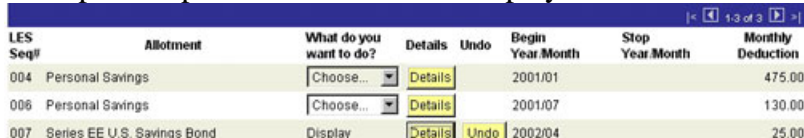|	
	Click the 🔍 to view a list of the member's dependents/beneficiaries. If the bond co-owner/beneficiary is not a dependent or beneficiary, click the "**Add New Co-Owner/Beneficiary When Not In Lookup**" link to enter the person's name address and SSN (optional). Click the OK button at the bottom of the page to return to the Allotment Data page. The co-owner/beneficiary name will be listed in the co-owner/beneficiary section.
11	Click the OK button at the bottom of the page. If all fields were completed correctly you will be returned to the Allotment Listing page and the new bond allotment will be displayed. If a required field was left blank or not completed correctly you will be prompted to correct the data. Note: Clicking OK does not register the bond allotment, you must click save on the Allotment page to save the bond allotment entry. Carefully review the changes you have made before proceeding to the next step. Be absolutely sure all that all the data is correct and that you have not made any typographical errors (e.g. Amount is $1000.00 when you meant $100.00). Also, if you are entering this change on behalf of a member (non Self-Service), be sure you entered the correct employee ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help.
12	Click 💾 Save on the Allotment Listing page to register the bond allotment. Example completed bond allotment displayed on the Allotment Listing page:

| LES Seq#	Allotment	What do you want to do?	Details	Undo	Begin Year/Month	Stop Year/Month	Monthly Deduction
004	Personal Savings	Choose... ▼	Details		2001/01		475.00
006	Personal Savings	Choose... ▼	Details		2001/07		130.00
007	Series EE U.S. Savings Bond	Display	Details	Undo	2002/04		25.00

Undoing a Bond Allotment

Introduction   You can delete a bond allotment start before it goes into effect. To undo a bond allotment return to the member's Allotment listing page (using the menu instructions in Step 1 above).

Procedure   You will see that a new column has been added with the Undo button:
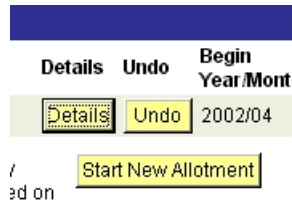
Click the **Undo** button to cancel the bond allotment. You will be prompted to confirm this action, click **Yes** to cancel the bond allotment, **No** to keep it.

Member Bond Allotment Data

Change a Savings Bond Allotment

Introduction   This section provides procedures for changing a bond allotment address, co-owner or beneficiary. Bond allotment amounts cannot not be changed. If you need to increase or decrease the bond allotment amount, stop the current bond allotment and start a new one with the new amount. Self-Service and SPO procedures are similar, both are covered in this topic.

Annual Purchase Limit

The annual limitation on purchases of United States Savings Bonds is $5,000 per Social Security Number, effective January 1, 2008. The limit applies separately to Series EE and Series I savings bonds, and separately to bonds issued in paper or electronic form. Under the new rules, an individual can buy a maximum of $5,000 worth of electronic and paper bonds of each series in a single calendar year, or a total of $20,000, in single ownership form. If paper bonds are issued in co-ownership form, the limit applies to the first-named co-owner. All limits are based on the issue price of the securities.

Members should be advised of this annual limit change. The pay system will not track and stop bond allotments when the limit is reached.

For more information about the change in the purchase limit for savings bonds, visit the Treasury Department's frequently asked questions page.

Procedure   Start Internet Explorer, sign into into the system (note, see the <u>Signing In</u> <u>topic</u> if you need help getting started) and follow these steps to change a bond allotment.

Step	Action
1	Select menu items in the following order (note, see the Basic Navigation topic for help on using menus): ➡ **Self-Service:** <u>Home</u> > <u>Self-Service</u> > <u>Employee</u> > <u>Tasks</u> > **Allotments** ➡ **Non Self-Service (SPO)** <u>Home</u> > <u>Compensate Employees</u> > <u>Maintain Payroll Data (US)</u> > <u>Use</u> > **Allotments** Non self-service users complete the Employee lookup page, enter the member's employee ID and click ⬚Search⬚ (see <u>Search Tips</u> for help if necessary). 🛈**When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.**
2	The Allotment page will display. Select **Update** from the "*What do you want to do*" drop-down menu for the bond allotment you want to change. LES Seq# Allotment What do you want to do? 004 Personal Savings Choose... ▾ 006 Personal Savings Choose... Display Note: Allotments are subject to available income a Stop and Allowances. Expected allotment changes sho Update subsequent Leave and Earnings Statements (LES).
3	Click the ⬚Details⬚ button. The Member Bond Allotment Data page will display. Completed the fields as described in the Start a New Bond Allotment topic. (**Note: The frequency, monthly deduction and face value cannot be changed. Stop the allotment and start a new one if you want to change the amount.**)
4	Click the ⬚OK⬚ button at the bottom of the page. If all fields were completed correctly you will be returned to the Allotment Listing page and the bond allotment will be displayed. If a required field was left blank or not completed correctly you will be prompted to correct the data. Note: Clicking OK does not register the bond allotment, you must click save on the Allotment page to save the bond allotment entry. ==Carefully review the changes you have made before proceeding to the next step. Be absolutely sure all that all the data is correct and that you have not made any typographical errors (e.g. Amount is $1000.00 when you meant $100.00). Also, if you are entering this change on behalf of a member (non Self-Service), be sure you entered the correct employee ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help.==

5	Click 🔲Save on the Allotment Listing page to register the bond allotment.

Example completed bond allotment displayed on the Allotment Listing page:

LES Seq#	Allotment	What do you want to do?	Details	Undo	Begin Year/Month	Stop Year/Month	Monthly Deduction
004	Personal Savings	Choose... ▾	Details		2001/01		475.00
006	Personal Savings	Choose... ▾	Details		2001/07		130.00
007	Series EE U.S. Savings Bond	Display	Details	Undo	2002/04		25.00

Stop An Allotment or Bond

Introduction   This section provides procedures for stopping an allotment. Self-Service and SPO procedures are similar; both are covered in this topic.

Annual Purchase Limit   The annual limitation on purchases of United States Savings Bonds is $5,000 per Social Security Number, effective January 1, 2008. The limit applies separately to Series EE and Series I savings bonds, and separately to bonds issued in paper or electronic form. Under the new rules, an individual can buy a maximum of $5,000 worth of electronic and paper bonds of each series in a single calendar year, or a total of $20,000, in single ownership form. If paper bonds are issued in co-ownership form, the limit applies to the first-named co-owner. All limits are based on the issue price of the securities.

Members should be advised of this annual limit change. The pay system will not track and stop bond allotments when the limit is reached.

For more information about the change in the purchase limit for savings bonds, visit the [Treasury Department's frequently asked questions page](#).

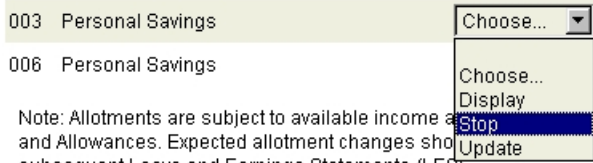|	
Before you begin:	<u>**You cannot undo or change an allotment or bond stop**</u>. Once the transaction is saved, no changes are possible. - Only one allotment or bond transaction can be submitted per day. This applies to all starts, stops or changes. - If you want to change the allotment amount, account ID or address, follow the procedures in the <u>Change an Allotment</u> or the <u>Change a Savings Bond Allotment</u> topic, you do not need to stop the allotment to make these changes.

Stop Date:

The Stop/Year is the **last deduction month**. This means the allotment/bond **will** be deducted and paid **that month** and will not be deducted or paid the following month.

- **Example 1:**   You choose 2008/04 for the last deduction, the allotment/bond will be deducted from your (or the member's if not using self-service) pay on 15 April (*mid month payday)* and 1 May *(end month payday)* and the funds will be transferred on 1 May.
- **Example 2**: You do not want the allotment to be paid on **1 September 2008**, you must enter **2008/07 (July)** in the Stop Year/Mo field. The allotment will be paid on 1 August (using funds deducted from your (or the member's -- for SPO users) mid-month and end-month July paydays.

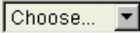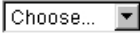|	
Procedure	Start Internet Explorer, sign into the system (note, see the <u>Signing In topic</u> in the if you need help getting started) and follow these steps to stop an allotment.

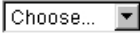| Step	Action
2	The Allotment page will display. Select **Stop** from the "***What do you want to do***" drop-down menu for the allotment or bond you want to stop. 003 Personal Savings Choose... ▾ 006 Personal Savings Note: Allotments are subject to available income ⟶ Choose... and Allowances. Expected allotment changes sho⟶ Display subsequent Leave and Earnings Statements (LES⟶ Stop / Update Note: Some allotment types can only be changed/stopped by the PERSRU or PSC. If you are using self-service and attempt to modify one of these types of allotments an error message will display. See Differences_Between_Self_Service_and_Non_Self_Service_Allotments for more information.
3	Click the Details button.

4	The Member General Allotment Data page will display. The cursor will be positioned in the **Stop Year/Mo (YYYY/MM)** field. Enter the year and month for the **last deduction** (The last deduction month means the allotment/bond will be deducted and paid that month and will not be deducted or paid the following month. If, for example, you choose 2008/04 for the last deduction, the allotment/bond will be deducted from your (or the member's if not using self-service) pay on 15 April and 1 May and the funds will be transferred on 1 May.) or click the ⌕ icon to look up a date to enter. See cutoff dates in the Allotments and Bonds Overview for more information.

If	Then	And Input By	
You want the **last payment** of the bond or allotment to be on:	Select this **Year/Month** (e.g. Month of Month Last Deduction)	**Last Date to Stop Allotment Without Deduction from mid-month pay**	***Last Date to Stop Allotment**
01OCT07	2007/09	03OCT07	23OCT07
01NOV07	2007/10	06NOV07	20NOV07
01DEC07	2007/11	05DEC07	19DEC07
01JAN08	2007/12	07JAN08	22JAN08
01FEB08	2008/01	057FEB08	19FEB08
01MAR08	2008/02	05MAR08	19MAR08
01APR08	2008/03	06APR08	21APR08
01MAY08	2008/04	05MAY08	19MAY08
01JUN08	2008/05	04JUN08	18JUN08
01JUL08	2008/06	07JUL08	22JUL08
01AUG08	2008/07	05AUG08	19AUG08
01SEP08	2008/08	03SEP08	21SEP08
01OCT08	2008/09	05OCT08	20OCT08
01NOV08	2008/10	04NOV08	19NOV08
01DEC08	2008/11	07DEC08	21DEC08
01JAN09	2008/12	TBD 3-5 JAN 09	TBD 21-22 JAN 09

*Funds will be deducted from mid-month pay if the transaction to stop the allotment is not input on or prior to the date shown in the *Last Date to Stop Allotment Without Deduction from mid-month pay* column. However, the system will refund the amount withheld from the mid-month pay on the end-month payday. The Year/Month is the **last deduction month**. This means the allotment/bond **will** be deducted and paid **that month** and will not be deducted or paid the following month.

Entry Date: 02/01/2002   Entry   0
                          Seq:

Stop Year/Mo (YYYY/MM): [   ] 🔍

<div style="border: 2px solid red;">

Reminder:

The allotment will be deducted and paid for the month you enter here. This is the month of last deduction, the allotment will stop next month.

Example: If you enter **2007/07** (**July**) for the stop date, the funds will be deducted from the mid-month and end-month **July** paydays and the allotment **will be paid on 1 August**. If you didn't want the allotment to be paid on 1 August, you'd enter 2007/06 (**June**) as the stop date.

</div>

5	Click the [OK] button at the bottom of the page. If all fields were completed correctly you will be returned to the Allotment Listing page, the **Stop Year/Month** column will show the year and month you entered in the previous step.

What do you want to do?	Details	Undo	Begin Year/Month	Stop Year/Month
Choose... ▼	Details		2001/01	
Choose... ▼	Details		2001/07	2002/03

Note: Clicking OK does not register the allotment stop, **you must click save** on the Allotment page to save the allotment entry.

<mark>Carefully review the changes you have made before proceeding to the next step. Be absolutely sure all that the month of last deduction is correct. Also, if you are entering this change on behalf of a member (non Self-Service), be sure you entered the correct employee ID number when you began this transaction. If you have any questions or concerns, cancel the transaction and ask for help.</mark>

6	Click [💾 Save] on the Allotment Listing page to save the allotment stop.

Note: You cannot undo or change an allotment or bond stop. Once the transaction is saved, no changes are possible. You may click the [Details] button to review your stop transaction to be sure you have selected the correct **last deduction** date.

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